



State of Louisiana
Department of Revenue

Installment Request for Individual Income
This agreement cannot exceed six (6) months.

Note: Do not file this form if you are currently making payments on an installment agreement.
During the existence of this agreement, you must file all state tax returns and pay all state taxes timely.

Monthly installments are available to taxpayers who are unable to pay the full balance owed by the due date. During this period, you must submit monthly payments equal to the amount of the installment payment being requested on the reverse side of this form.

To apply for an installment agreement, complete the front and back of this form and attach it to the front of the IT-540 return. **20% of the total amount of tax owed must be remitted with the return and this request.** If this request is being made in response to a notice, mail this form, the coupon found at the bottom of the notice, and the down payment.

For more information about an installment request, contact the Collection Division at (225) 219-7448 or P. O. Box 201, Baton Rouge, LA 70821-0201.

A Notice of State Tax Lien may be filed to protect the State's interest until you pay in full.
Please print or type.

_____ Your first name and middle initial	_____ Last name	_____ Social Security Number
_____ Spouse's first name and middle initial	_____ Last name	_____ Social Security Number
_____ Your current address (number and street)		_____ Apartment number
_____ City, State, ZIP		

Has your address changed since you filed your last return? ☐ yes ☐ no

_____ Your daytime telephone number	_____ Best time to call
_____ Name of your bank or other financial institution	
_____ Address of your bank or other financial institution	_____ City, State, ZIP
_____ Your employer	_____ Your work telephone number
_____ Your employer's address	_____ City, State, ZIP
_____ Spouse's employer	_____ Your spouse's work telephone number
_____ Spouse's employer's address	_____ City, State, ZIP

What is the tax year(s) for which you are making this request? _____

What is the total amount you owe on your tax return(s)? _____

This agreement cannot exceed six months. To limit higher penalty and interest charges, submit the maximum amount possible. **Penalty and interest charges will continue to accrue until the balance is paid in full.**

_____ Your signature	_____ Spouse's signature	_____ Date
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Scheduled payments are due on the 15th of each month. Penalty and interest will continue to accrue until the balance of tax is paid in full.

In order to calculate the six (6) monthly installment payments, subtract the 20% down payment from the total tax due on Form IT-540.

Tax Due	\$ _____
Less down payment (20%)	\$ _____
Balance	\$ _____

Divide the balance due by six (6) to determine the monthly installment payment.

Installments:

Six installments of \$ _____ each.

Please contact the Collection Division at (225) 219-7448 for a final installment of any tax and/or accrued interest and penalties. Payments are due on the 15th of each month.

The normal billing process will continue. A part of that process is the issuance of a Final Notice Before Seizure. **Failure to make the scheduled monthly payment will result in seizure of bank accounts and/or garnishment of your wages.** Please ensure that your social security number is written on your remittance.

